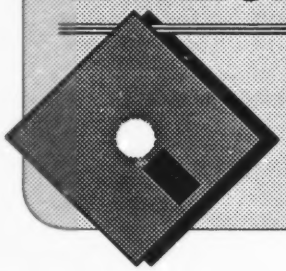
EVALUATIONS:MICROWARE



Productivity/Utility Guide

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Canadian Cataloguing in Publication Data

Moore, Anne
Evaluations, microware : productivity/utility guide

"Developed by Anne Moore and Murray Leslie"—Acknowledgement
ISBN 0-7726-0528-9

1. Computer-assisted instruction - Computer programs - Evaluation. 2. Computer-managed instruction - Evaluation. I. Leslie, Murray. II.British Columbia. Provincial Educational Media Centre. III. Title.

LB1028.5.M66 1986 371.3'9445 C86-092149-2

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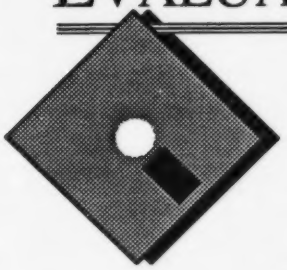

Productivity/Utility Guide

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INTRODUCTION

Purpose

The microcomputer, with quality software, may be used as a tool to process and manipulate information, and can offer significant improvement over manual methods. Students, teachers, and administrators can benefit from using such programs as word processors, database managers, and spreadsheets.

This Evaluator's Guide and Form has been developed to assist educators in evaluating productivity and utility packages. These packages may be designed to be used either in a classroom or in an administrative setting.

Process

The form and guide are used in a process which involves practicing teacher evaluators, publishers/suppliers of microware, and the Provincial Educational Media Centre (PEMC). PEMC solicits materials from publishers on behalf of teachers who conduct an evaluation in the classroom using this guide and accompanying form. The programs are then re-evaluated by the PEMC office before the package is returned to the publisher/supplier along with a copy of the evaluation. The evaluative information is then summarized and published in one of the nine issues of Evaluations: Microware. Each summary consists of a description of the product, an evaluative checklist of characteristics, a statement of its strengths and weaknesses, a quality rating, and a purchasing recommendation. This information is distributed to educators in B.C. as well as two educational databases: The Council of Ministers of Education, Canada (CMEC) database for educational software, and the Educational Software Evaluation Consortium database in the United States.

Definition of Terms

In the field of microcomputers and education, terminology can easily be misinterpreted. So that everyone using this guide and form will interpret words in the same way, a brief glossary is provided on the following pages. Each definition conforms to some standard use of the term but is not necessarily a composite of all uses nor the most common use.

GENERAL TERMINOLOGY

Application A program written to perform a specific function. e.g., Database Management, Word Processing, Spreadsheet

Authoring System A high-level programming language which allows non-programmers to create customized computer-assisted instruction (CAI) for training and education.

CD-ROM Compact Disc Read Only Memory: an optical storage medium using laser technology to encode large amounts of digital information on a compact disc. This information can be read but cannot be erased or modified.

Classroom Management An application for maintaining student records, grades or attendance.

Classroom pack Duplicate copies of the program disk(s), which are packaged with only one copy of the documentation.

Content Facts, terms, ideas, concepts, principles, theories and constructs which make up the subject matter of an instructional package.

Courseware Software and printed materials which support instruction in a complete course of study or a definable subset of a course. In this sense, it is not required that all instructional activities be supported by the package. In this definition, even a 30-minute student activity aimed at one objective may be considered courseware.

Database A file consisting of a collection of records. Each record may contain one or more fields of information.

Database Management A system for storing, updating, and retrieving of information in a logical fashion on a computer.

Data Import/Export The transfer of data from one application to another unrelated application. e.g., transferring database records to a spreadsheet.

DOS Disk Operating System: an operating system which includes the capability of controlling and coordinating the functions of a disk drive within a computer system.

Error Handling A provision to detect errors in programming or input and provide user prompts to correct these errors.

File A collection of related data or records.

File Server The central component of a computer network, a computer where data is stored and access is controlled.

Graphics Images displayed on a video screen or printer which are generated by a computer program.

Graphics Generator An application for the creation of computer graphics for screen display or print-out.

Hardware Equipment, including computers, disk drives, cassette players, cables, monitors.

Instructional Materials Generator An application for the creation of specific instructional materials, which may include worksheets, quizzes and tests.

Materials Books, folders, envelopes, worksheets and similar items. "User Support Materials" are items which support the activity of a person using a computer program.

Microcomputer A computer system, based on a microprocessor, including peripheral hardware such as disk drive, monitor, and a typewriter-like keyboard.

Modem (MODulator-DEModulator) A device that converts digital information into a form that can be transmitted down regular telephone lines, and vice versa.

Network A combination of software and hardware, consisting of a group of computers sharing the same mass storage device and peripherals by means of a file server and communications lines.

Operating System A program or set of programs which controls and coordinates the operation of the components of a computer system, e.g. multitasking or networking operating systems.

Package One or more computer programs with related print and supplementary materials.

Peripheral Any device connected to a computer that adds to the computer's capabilities. Joysticks, printers, and monitors are all peripheral equipment.

Program A sequence of instructions that tells a computer how to perform a particular task or sequence of tasks. Programs are usually written in BASIC, Pascal, assembler or other programming languages.

Programming Language A language built up around a logical syntax which can be used to develop programs. Some programs may have their own programming language for custom applications.

ROM Read Only Memory: a semiconductor memory that contains programs, instructions or data that cannot be erased by overwriting or loss of power.

RAM Random Access Memory: a semiconductor which constitutes the main working memory of a microcomputer and which is volatile. That is, the use of the computer may store programs or data in RAM, and in so doing erases information previously stored there.

Site License A contractual agreement between a software publisher and a client which allows for limited on-site duplication of a program.

Software Computer programs, including application programs, operating systems, and languages.

Spelling Checker An application used to check spelling in a word processing document.

Spreadsheet An application where numeric data is arranged on the screen in discrete cells, forming an array of rows and columns. Relationships between cells are automatically recalculated as the data changes.

Storage Medium The physical medium on which data is stored such as magnetic disk, tape cassette, ROM cartridge, or laser disc.

Telecommunications Communications between individual computers through electronics means, i.e., communication via modem.

Tutorial A demonstration of a program for instructional purposes, where the user is a participant.

User Interface In a program (or operating system), the method of interaction between the user and the computer. (e.g., menu-based, mouse-based, function-key based)

Videodisc An optical storage medium read by laser and used primarily for storing visual information, but may also be used for storing computer data.

Word Processing A program for entering, editing, and formatting text for print-out.

DESCRIPTION

Before a package can be evaluated, you will need some factual information about it. For example, does it have the required documentation and support materials to introduce the program, and sufficient reference material for future requirements? Indeed, determining the existence of needed components is itself an evaluation.

The descriptive section of the form (Page 1 & 2) identifies the information necessary for evaluation and use of a package. In some cases, a list of components is included. In a complete package, all the information should be readily available in the program and support materials.

Completing the form should be a straightforward task. If, however, some information is not provided in the package, it may be necessary to infer some of the information by a trial use of the package.

Each of the sections on the "Description" part of the form are discussed below.

Title

The full title of the package.

Version

A version number, usually found on the diskette. (e.g., Version 1.4)

Copyright

The date of publication.

Author

The person(s) who designed and wrote the application. If there are three or more authors, list the first author followed by "et al."

Publisher

Enter the name, address and telephone number of the company who published the package.

Cost

This should be expressed in Canadian funds if that is the way the price has been shown. If the package price has been expressed in American dollars, the code "US" should follow the dollar figure.

Supplier	The name of the company who supplied the program to PEMC for the purpose of the evaluation.	Whenever possible this information will be supplied by PEMC.
ISBN	The International Standard Book Number is entered in this field. Not all packages have an ISBN.	
Application	The generic nature of the program: e.g., Database Manager, Word Processor, etc.	
Language	Please indicate the language the program displays on the screen by checking the correct box: English	or French. Some programs may be available in both official languages.
Medium of Transfer	Indicate the physical storage medium, including the disk size and the appropriate DOS if necessary.	
Required Hardware	Identify the type of hardware required for the purpose of the evaluation. Please include the computer model, RAM amount, number of drives required, whether a printer is optional or required, as well as any other peripherals that are needed such as a	mouse, joystick, Koala Pad, circuit card, etc. Identify any other *software* needed to run the program but not included with the package (e.g., authoring language).
Versions Available	Please list any other computers for which the program is available, but not being evaluated at this time.	

Please check the appropriate box if the publisher has indicated that one or more of the following options	are available for the program: site license, network support, and/or classroom packs.	**Options**
Indicate if the package contains a user's manual and/or teacher's guide and include the number of pages in each document. Note the number of program disks in the package and whether or not back-up diskettes are	included with the package or if permission has been granted to copy. List any additional components which may be included. (e.g., add-on cards or other hardware included, tutorial disks, etc.)	**Package Components**
Note the intended user: teacher, student, clerical, administrative, etc. If	the program is designed for students please indicate the grade level.	**Intended Audience**
A brief description of the program's purpose, often taken from the documentation's introduction.	Include a description of the content and program structure.	**Package Description**
Circle Yes or No for all the items that are included in the documentation. Please list any other supplementary materials included but not noted on the form.	Note such physical features as tab indexed dividers, method of binding, etc., which may affect the usefulness of the documentation.	**Documentation and Supplementary Materials**
This information should be available in the material provided by the publisher of the package. (e.g., maximum number of records allowed in a database). However, you may wish to add comments if the	description is incomplete or inaccurate. Also include a description of screen formatting, and whether boldface, underlining, margins, etc., are indicated with control codes or displayed on-screen.	**Describe Documented Product Capabilities**
Circle Yes or No to indicate the type of support supplied by the publisher. Note any additional	information regarding support that may be available but is not listed. (e.g., user group support)	**Service and Support**

EVALUATION

The Evaluative section of the form is designed to be used after the descriptive section is complete. The rating of the 23 items in the centrefold of the form should be the starting point of the evaluation. These items are divided into five main groups: Documents, Performance, Error Handling, Ease of Learning and Use, and Value. All of the evaluative criteria are described in this manual.

Judgments should be based on a thorough investigation of the program and support materials in the package. It is intended that where the term *package* is used, that all components be taken into account in making the evaluation.

Checklist

Items 1 through 23 are to be indicated on the scale provided. It is assumed that, in most cases, one will check agree or disagree. Only when the exception occurs is it necessary to mark Strongly Agree or Strongly Disagree. It is anticipated that in some cases a given item may be meaningless for a package being evaluated and so Not Applicable should be checked. The description of each of the items on the following pages are intended to be suggestions for consideration in arriving at a judgement on the item. They are not necessarily in order of importance and are not exhaustive of possible considerations.

A. Documents

1. Documentation is comprehensive, and provides the necessary assistance to make the program easy to use.

Items to look for in the documentation include:

Strengths

- Introduction and Tutorial
- Table of Contents which outlines major headings as well as subheadings
- Comprehensive Index and Glossary of Terms
- A summary of commands or a quick reference guide
- A trouble-shooting or reference section
- Descriptive information of the major program features
- A technical support telephone number, and user registration card for updates.

Weaknesses

- Factual errors in text or illustrations
- Generic documentation which makes reference to various computer models. This can be confusing, and even frustrating, to the user.
- Documentation which includes a large errata sheet.

- Illustrations are clear and of a legible size.
- Pertinent points are highlighted.

- Examples are relevant to expected use.
- Illustrations accurately reflect the screen display at each point.

2. Documentation makes effective use of examples and illustrations

- Documentation has a logical layout and includes a Table of Contents, Index, Glossary, and quick reference section.
- The Introduction and Tutorial are sufficient to get the user familiar with the main features of the program.
- The reference section is sufficient for the needs of an advanced user.

- The documentation lies flat during use, and may be stored upright on a standard bookshelf.
- Presentation is free from jargon, and written in a style suitable for the intended user.
- Graphic design is used to enhance the legibility and usefulness of the documentation.

3. Documentation is well organized, and written in a clear, straightforward manner

B. Performance

- Function or control key sequences are consistent throughout the program.
- Control key sequences are mnemonic. (e.g., "Q" for Quit, "H" or "?" for Help)

- The program offers defaults which are consistent with prudent use. (e.g., "Save Changes Before Closing?" Default = YES)
- Dedicated keys are used to advantage. (e.g., ESC, cursor control, function keys)

4. User interface is consistent throughout the program

- The program should offer the user adequate control over such variables as field names, length and data type. (numeric, alpha, date, etc.)
- Some programs permit users to create macros, where a single keystroke can initiate a user-defined function.
- The program gives the user a sense of control, rather than a sense of being controlled.

5. Aspects of the program can be defined to suit the needs of the user

- Product limitations should be clearly stated in the documentation, and not come as a surprise.
- Limited power does not necessarily mean limited use; e.g., a simple word processor may be perfectly adequate for most routine jobs.
- Based on the description in the documentation, the program has the features necessary to achieve its defined purpose. (i.e., don't set unrealistic expectations)
- Is the program intended as a limited purpose or general purpose package? (i.e., is the program designed for one specific task, such as student attendance, or does it have potential for other uses?)

6. The capacities of the program are suitable for the intended applications

7. The program runs at an acceptable speed under normal work loads	• The program does not slow down remarkably when used to capacity (e.g., a database with several hundred entries, or a spreadsheet with many calculated cells) • Graphics, menus, etc., should appear on the screen with only brief pauses.	• There is provision for rapid movement within the file. (e.g., Scroll bars, GOTO, FIND, commands) • Programs that support print spooling allow the user to work on one document while a second is printed.
8. The program may be easily configured for a variety of printers	• The program offers a choice of common printers and printer cards. • Printer options can be changed	at any time, without losing data. • Printer configurations can be saved to disk.
9. The program allows the user to issue disk commands from within the application	• Common disk commands, such as format a disk, change data disk location, or catalogue a disk are available without quitting an application. • Other commands may be avail-	able, such as free disk space and application directories. • Program should prompt the user when disk capacity is exceeded, and permit saving to a new disk without losing data.
10. Unauthorized access to files can be restricted by the user	Any program which may contain sensitive or restricted data should offer some protection from unauthorized access, through encryption, a password, or restricted	directories. Spreadsheets should allow the user to lock cells to prevent alteration of formulas and data.
11. The program allows data import and export	Where appropriate, data should be easily transferred to or from another application, either through an electronic clipboard, or in a data file on disk. Common data file types	include Text Files for databases and word processing, and DIF (Data Interchange Format) and SYLK (SYmbolic LinK) for spreadsheets.

12. The program is reliable in normal use

Under normal use, the program operates consistently, and without loss of data. In some books, bugs have been defined as "undocumented features". However, some bugs may be catastrophic, resulting in data loss or system crashes. It is important that you document as many serious problems as you can. Your suggestions may be implemented in the next version of the program. If a program freezes or "hangs", reboot the disk and try to duplicate the procedure and document the results. The problem may be the result of a user error rather than a serious programming error.

A program may be considered unreliable when:

- it errs consistently at a specific point.
- Numeric data is inaccurately calculated (e.g., programming errors or rounding errors.)

C. Error Handling

13. The program has effective error-handling capabilities which are easy to understand

Errors may occur as a result of illegal user input, disk operating errors, peripheral (such as printer) errors, or errors in programming. How well the program handles these types of errors depends on:

- Specificity - signalling specific rather than generic errors. (e.g., "Enter a number, please" rather than: "Syntax Error").
- Thoroughness - in only the most extreme circumstances should a program crash as a result of improper user input or peripheral errors. Power failures, "warm" booting the computer, etc. are beyond the range of control of a program. The most important feature of any error handling routine is to prevent accidental data loss at any point in a program.
- Error handling also extends into the user interface, such as the use of the ESC key or an Undo feature to correct user input. While these features are desirable, they are of secondary importance when evaluating overall error handling capabilities.

14. Error messages are clearly understood and/or a summary of error messages is provided

Error messages should provide the user either with immediate assistance, or a short identifier which will then be defined in a special section of the documentation. Undefined error messages are frustrating, as they offer no assistance to the user.

Clarity is important, as the wording of the error message guides the user for correct input (e.g., "Disk is almost full. Save this file to another disk? Y/N", as opposed to: "Disk I/O error 21: Abort, Retry, Ignore?")

15. The program allows easy restart and recovery

- Attempting to quit the program without saving the current file in use should be met with a "SAVE FILE BEFORE QUITTING?" prompt.
- Try aborting a print command. A program should offer some way to escape from a peripheral's control.
- Programs which are exceptional in this category will allow recovery of files even if the files have been recently deleted from disk, or if there has been an interruption of power.

D. Ease of Learning and Use

16. Tutorial effectively instructs user in basic operations

- The tutorial introduces the program in a simple, easy to understand manner. The most common format is to break the tutorial into small, easily mastered sections, and then build upon these sections in sequence. Each section should contain an overview, an instructional sequence, and a review of the important points.
- New terms are defined when they are introduced, and an index cites the most important concepts the user will require.
- Writing style is appropriate to the intended user, i.e., it seems neither childish nor technical. Humour may sometimes be written into the tutorial to put the reader at ease.
- Illustrations clearly demonstrate the important operating features of the program. (e.g., Menu items, sample displays, etc.)

17. Useful on-screen help is easily accessible

On-screen help is important for extended use of the program. Experienced users may only need a reminder to recall a seldom-used feature of the program, whereas novices may need more extensive tutoring. Help screens may be simply a summary of keyboard commands, or context-sensitive to the user's inquiry. A consistent prompt (e.g., "H", "?") should activate the help screen.

18. Learning curve for the user is appropriate to the complexity of the program

Some powerful programs are by their nature complex and difficult to learn. But inconsistent or illogical commands make learning a program even more difficult. Some programs offer two or three options for users with various levels of expertise: (e.g., menu screens for novices, or keyboard shortcuts for advanced users)

Keyboard shortcuts may be offered to simplify routine tasks such as formatting a document or saving a file. These shortcuts should be	mnemonic, (e.g., Control-B for Bold, Control-S for Save) and easy to execute.	*19. The program allows use of optional keyboard shortcuts*
This refers to how the screen displays optional fonts or styles (such as boldface), margin settings, page breaks, wide documents, multiple column text, etc. In databases, look for report formats which may be customized by the	user and previewed on the screen before being sent to the printer. Also note any printer features supported by the program. (e.g., variable line spacing, character sets, graphics support, etc.)	*20. Screen display is similar to printed output*
The user is prompted to save data before closing, quitting or opening a new file. Some programs do this automatically, by-passing the user	prompt. However, it is always a good idea to notify the user if the file is being saved.	*21. The user is prompted to save data or this function is performed automatically*
		E. Value
• Overall, does the program offer significant improvement in productivity, speed, or accuracy as compared to other means? (e.g., manual methods) • Does the program take advantage of the specific computer's capabil-	ities? (e.g., graphics, speed, etc.) Conversely, does the program minimize a computer's weaknesses? (e.g., awkward keyboard layout, slow disk access)	*22. The package makes effective use of the computer*
Considering the features of the program, performance, and documenta-	tion , how does the cost compare with similar packages?	*23. The cost of the package is reasonable considering its features and performance*

24. Evaluator's Rating Recommendation

A. Rating:
After completing items 1 through 23, you should be able to assign a number from 1 (unacceptable) to 5 (exemplary) as an indication of the quality of the package in each of five divisions: Documentation, Performance, Error Handling, Ease of Learning/Use, and Overall Value.

B. Recommendation:
Having concluded a review of the documentation, performance, error handling, ease of learning and use, and overall value, you are then ready to make a recommendation as to the use of the package.

You have three options from which to choose to represent your estimation of the program's usefulness.

Elaborations can be made in section 25 through 26, which asks you to identify the major strengths and weaknesses of the package.

a) I would use or recommend use of this program/package.
b) I would use or recommend use of this program/package only if certain changes were made.
c) I would not use this program/package.

25. Describe the major strengths of the package.

26. Describe the major weaknesses of the package.

In completing these items the evaluator should refer to items 1 through 23. These ratings, along with any notes or comments that you have made, should serve as the basis for specifying the program's strengths and weaknesses. Following are some example comments:

Major Strengths

"The program sorted very quickly; e.g., 200 records in less than 3 seconds."
"The tutorial was well written, and the user was up and running in under an hour."
"The program is easy to learn, yet offers advanced users many options."
"This program offers several features over other, more expensive programs."

Major Weaknesses

"Inconsistent use of keyboard commands made this program difficult to learn; e.g., Control-P for Paste was later used to Print document."
"Documentation was poorly printed, with no index or quick reference section."
"The program slowed down remarkably with larger files."
"The program did not adapt well to our specific needs. It has limited use."

Applications are designed for a specific market. In this section, try to summarize the main features of the program, the Intended User, Ease of Learning/Use, and overall performance.

Evaluation Summary

By the signing of the evaluation form you are confirming that no attempt was made to copy or modify the program or accompanying documentation. The loan of the program is for evaluation purposes only and under no circumstances may a copy be made. PEMC relies on your integrity as an evaluator to adhere to this responsibility. The Evaluation: Microware project works because of the cooperation between publishers/suppliers and teacher evaluators.

Evaluator's Signature

Appendix

Microware Evaluation Form - Productivity / Utility

Description (Page 5 in the Evaluator's Guide)

Package Title	Version No.	Copyright
Author		Cost
Publisher	Publisher's Tel. No.	
Publisher's Address		
Supplier	ISBN	
Application:	Language ☐ English ☐ French	

___ Administrative
___ Authoring System
___ Classroom Mgmt.
___ Database Mgmt.
___ Graphics Generator
___ Instr'l Materials Generator
___ Programming Language
___ Spelling Checker
___ Spreadsheet
___ Telecommunications
___ Word Processor
Other application _____

MEDIUM OF TRANSFER

☐ DOS _____
☐ 5 1/4"Disk
☐ 3 1/2" Disk
☐ CD ROM
☐ Videodisc
☐ Other _____

REQUIRED HARDWARE

Computer _____
RAM required _____
Drives required ___1 ___2
Monitor ___BW___Colour
Printer ___ Req'd ___ Opt
Other Peripherals_____
_____

Software required, but not included in package:
_____

VERSIONS AVAILABLE

Computer Models
_____

OPTIONS

☐ Site License
☐ Network Support
☐ Classroom Pack

COMPONENTS

☐ User Manual _____ pgs.
No. of program disks ____
Backup:
___ permitted ___ included
Other Components (list)
_____
_____

INTENDED AUDIENCE (Page 7)
Intended User: (Student, Clerical, Administrative, Teacher, etc.) _____

☐ Novice ☐ Competent user ☐ Student (indicate level) . _____

PACKAGE DESCRIPTION (Page 7)

Description: *A factual reporting of program intents, operations and documentation.*
Not to include evaluative statements or writer's opinion.

DOCUMENTATION (Page 7)
Circle Y if the following are included in the documentation, N if not.

Y	N	Table of Contents	Y	N	Help Section
Y	N	Index	Y	N	Reference Section
Y	N	Glossary of Terms	Y	N	Sample reports
Y	N	Program Description	Y	N	Illustrations of screen displays
Y	N	Hardware Requirements	Y	N	Description of program limitations
Y	N	Tutorial	Y	N	Warranty and Replacement Info.

Please make any additional descriptive comments about the documentation.

Size _____ Method of Binding: ____ Glued ____ Spiral ____ 3-Ring ____ Stapled

Describe documented product capabilities (Page 7)

SERVICE AND SUPPORT (Page 7)
Circle Y if item is provided by producer, N if not.

Y N Documentation and software updates.
Y N Procedure for reporting and repairing problems (bugs).
Y N Telephone "hotline" for technical assistance.

Comments: _____

Productivity/Utility Package

Evaluation

Rating: Check the square which best reflects your judgement.
Use the space following each item for comments

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE		EVALUATOR'S GUIDE PAGE REFERENCE	
DOCUMENTS						1. Documentation is comprehensive, and provides necessary assistance to make the program easy to use.	8	Comments
						2. Documentation makes effective use of examples and illustrations.	9	
						3. Documentation is well organized, and written in a clear, straightforward manner.	9	
PERFORMANCE						4. User interface is consistent throughout the program.	9	Comments
						5. Aspects of the program can be defined to suit the needs of the user (e.g., field attributes)	9	
						6. The capacities of the program are suitable for intended applications.	9	
						7. The program runs at an acceptable speed under normal work loads.	10	
						8. The program may be easily configured for a variety of printers.	10	
						9. Program allows the user to issue common disk commands from within the application (e.g. format a disk)	10	
						10. Unauthorized access to files can be restricted by the user (e.g. password protection).	10	
						11. The program allows data import and export.	10	
						12. The program is reliable in normal use.	11	
ERROR HANDLING						13. The program has effective error-handling capabilities which are easy to understand.	11	Comments
						14. Error messages are clearly understood and/or a summary of error messages is provided.	11	
						15. The program allows easy restart and recovery.	12	
EASE OF LEARNING AND USE						16. Tutorial effectively instructs user in basic operations.	12	Comments
						17. Useful on-screen help is easily accessible	12	
						18. Learning curve for the user is appropriate to the complexity of the program.	12	
						19. The program allows optional use of keyboard shortcuts.	13	
						20. Screen display is similar to printed output.	13	
						21. The user is prompted to save data or this function is performed automatically.	13	
VALUE						22. The package makes effective use of the computer; i.e., it provides real advantage over manual methods.	13	Comments
						23. The cost of the package is reasonable considering its features and performance.	13	

24(a) Circle a number from 1 (low) to 5 (high) which represents your judgement of the quality of the package in each division.

Documentation	Error Handling	Overall Value
5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Performance	**Ease of Learning & Use**	
5 4 3 2 1	5 4 3 2 1	

5 = Excellent 2 = Poor
4 = Good 1 = Unacceptable
3 = Acceptable

24(b) Check one only:

- ☐ I would use or recommend use of this package.
- ☐ I would use or recommend this package only if certain changes were made.
- ☐ I would not use or recommend this package.

25. Describe the major strengths of the package.

26. Describe the major weaknesses of the package.

EVALUATION SUMMARY: (Page 15)

FEATURES	INTENDED USER	EASE OF LEARNING / USE	OVERALL PERFORMANCE
☐ Powerful	☐ Advanced	☐ Easy	☐ Excellent
☐ Moderate	☐ Competent	☐ Moderate	☐ Good
☐ Simple	☐ Novice	☐ Difficult	☐ Satisfactory
	☐ Student		☐ Poor
			☐ Unacceptable

Evaluator's Name (please print)

School

School Address

City Postal Code Phone

RETURN TO:
Evaluations: Microware
Provincial Educational
Media Centre
7351 Elmbridge Way,
Richmond, B.C.
V6X 1B8

I agree to allow the Provincial Educational Media Centre to list my name and address with Product Information related to this evaluation and confirm that no attempt was made to copy or modify the program or accompanying documentation.

Signature _____ Date _____

As an evaluator you may be contacted by the software producer. Please make a copy of the evaluation for your file so that you can provide constructive criticism of these programs and/or documentation.

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